

Charge It !

PURCHASING CARD NEWSLETTER

SEPTEMBER 2013



New Participants in P-Card Program

- Billings County Public School
- Carrington Public School
- Central Valley Public School
- Devils Lake Public School
- Drayton Public School
- Hazen Public School
- Kindred Public School
- NDUS SITS (System Information Technology Services)
- Rolette County



P-Card can be used for 1099 reportable purchases.

STATE PROGRAM ADMINISTRATORS

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Spend and Rebate

The purchasing card program had a \$14.4 million increase in spend compared to the previous contract year. From February 2012 to January 2013, our total spend was \$88.6 million. Total transactions for the period were 208,499. The total rebate received from JPMorgan was \$1,167,069.

- General Fund Rebate = \$403,711
- Higher Education Rebate = \$465,743
- Political Subdivisions Rebate = \$297,615

In June of 2013, we had our highest month of spend totaling \$11,703,565.

Statement Delivery Options

In PaymentNet, you have the option to receive electronic or mailed statements. To select your statement delivery preference:

1. Click the **My Profile** icon.



2. Click the **Accounts** tab.

3. Select one of the following delivery options from the **Statement Delivery** drop-down list:

- **Electronic**—Default delivery method. Statements are available for viewing and printing only by logging in to PaymentNet.

- **Electronic With Reminder**—Statements are available for viewing and printing only by logging in to PaymentNet. Each month a system-generated email will notify you when your statement is ready. This option requires you to have a valid email address set up on the General Information screen.

- **Mailed**—Paper statements are mailed. You may still view and print statements by logging in to PaymentNet.

4. Click **Save**.

Statements are usually available to view online in PaymentNet within 24-48 hours after the cycle ends. Each cardholder needs to change their own settings. If you choose the Electronic with Reminder option, an email will be generated monthly regardless if you have a statement or not for the billing cycle. In PaymentNet, your latest statement will be listed first in the Billing Date drop-down list. You are able to view/print statements for the past 24 months in PaymentNet.

General Information		Bank Information		Screen Views		Accounts	
Save		User ID		Name			
Account Number	Default	Status	Open Date	Statement delivery	Statement		
*****	<input checked="" type="radio"/>	Active	03/02/2009	ElectronicWithReminder			
				Mailed			
				Electronic			
				ElectronicWithReminder			